



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY, EUROPE AND SEVENTH ARMY**  
**OFFICE OF THE SENIOR ARMY RESERVE ADVISOR**  
**UNIT 29351**  
**APO AE 09014**

AEAGC-RC-AR

11 June 2007

**MEMORANDUM FOR NEWLY ASSIGNED DIMA SOLDIER**

**SUBJECT: Annual Training at USAREUR**

1. This letter serves to remind you that it is time to schedule your annual training (AT) for this fiscal year. We need to complete the request process no later than 60 days prior to your requested start date or 31 March of this fiscal year, whichever comes first. Request for AT received with less than 30 days from start date, requires an exemption to policy with justification.

2. Please coordinate your tour dates with your DIMA Supervisor. Your AT request must be at least 12 days, but no longer than 19 days in duration. Any variations must be approved by the Commander, US Army resources Command, St Louis (AHRC-St Louis), and therefore, would require an additional 30 days process. Complete DA Form 1058-R with the agreed upon AT dates, scan and email or fax it in conjunction with DA Form 7349-R to the undersigned at 011-49-6221-57-7433.

3. I am providing the following information in order to assist you in keeping your military personnel record current. Please advise me of any changes, and provide changes to AHRC-St Louis to update your records prior to processing your AT request. Failing to do so will cause a delay which could result in a missed training opportunity for this FY or removal from the DIMA tour for non-compliance.

- a. Date Last Physical Exam (update every 5 years) : <DTLPE> AT will not be approved if PE expired.
- b. SECRET Security Clearance (update every 10 years) : <DTPSIC> AT will not be approved if expired.
- c. TOP SECRET Security Clearance (update every 5 years) : <DPTSIC> AT will not be approved if expired.

4. For your information, you may also want to visit the following websites for frequently asked reserve component questions: <https://www.hrc.army.mil/site/protect/Reserve/soldierservices/allfaqs.htm>

5. At USAREUR & 7th Army we have a tradition of promoting positive working relationships among all components and staff. I look forward to receiving your AT request and supporting your personnel and administrative needs. You may reach me at DSN: 314-370-8777, commercial, 011-49-6221-57-8777 or email: [usar.affairs@eur.army.mil](mailto:usar.affairs@eur.army.mil).

/s/

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